

# CITY OF NEWPORT BEACH



## REQUEST FOR PROPOSAL NO. 14-11 ON-CALL PROFESSIONAL ENGINEERING SERVICES

**RFP Due Date:**

October 3, 2013

**RFP Administrator:**

Pat Thomas, Deputy Director, Public Works

T: 949.644.3319

[pthomas@newportbeachca.gov](mailto:pthomas@newportbeachca.gov)

*Interested parties may obtain a copy of the RFP by contacting the Purchasing Office or by  
accessing the City of Newport Beach website:*

[https://www5.newportbeachca.gov/osupplier/bid\\_current.asp](https://www5.newportbeachca.gov/osupplier/bid_current.asp)

**REQUEST FOR PROPOSALS  
FOR ON-CALL PROFESSIONAL ENGINEERING SERVICES  
CITY OF NEWPORT BEACH  
PUBLIC WORKS DEPARTMENT**

**I. INVITATION**

You are hereby invited to submit a Proposal for On-Call Professional Engineering Services to the City of Newport Beach Public Works Department. Five copies of your Proposal shall be submitted no later than **5:00 p.m., October 3, 2013**, addressed to:

City of Newport Beach  
Public Works Department  
100 Civic Center Drive  
Newport Beach, CA 92660  
Attn: Patrick Thomas, Deputy Director of Public Works/City Engineer

**II. QUESTIONS/CORRESPONDENCE**

Questions regarding this RFP shall be directed to Patrick Thomas at (949) 644-3319 or [Pthomas@newportbeachca.gov](mailto:Pthomas@newportbeachca.gov).

**III. PROJECT DESCRIPTION**

The City's Public Works Department wishes to enter into Agreements with highly qualified consulting firms such that On-Call Professional Engineering Services may be provided on an as-needed basis. The services requested include the following:

Civil Engineering Design  
Geotechnical and Material Testing  
Public Works Inspection (Capital Projects and Private Development)  
Landscape Architecture  
Land Survey  
Traffic Engineering Services  
Traffic Signal Timing Support

Consultants may submit Proposals for one or more of the services requested. Please clearly indicate the service(s) consultant wishes to be considered for. The City intends to select multiple consultants for each of the requested services. The Proposal shall highlight your firm's capabilities and areas of expertise, qualifications of team members proposed and references familiar with the team members' skills. At a minimum, Consultants should address the following in the Proposal:

## **Civil Engineering Design**

Civil Engineering design services shall include full scope of services required to deliver City Capital Improvement Projects as follows:

- Preparation of improvement plans for street rehabilitation, widening, realignment or other related street improvements
- Preparation of improvement plans for upgrades, modifications, extensions and/or replacement of Water, Wastewater and Storm Drain facilities
- Preparation of various studies and supporting documentation including hydrology and hydraulic analysis, water and sewer studies and network analysis
- NPDES reports, Water Quality Management Plan (WQMP) and Storm Water Pollution Prevention Plans (SWPPP)
- Preparation of and project special provisions and technical specifications
- Cost Estimates
- Mapping and legal descriptions for right-of-way acquisition, easements and vacations
- Construction staking
- Construction administration
- Preparation of record drawings

## **Geotechnical and Material Testing**

Geotechnical and Material Testing services shall include the following:

- Geotechnical Observation and Field Testing during various types of City Capital Improvement Projects.
- Observation and testing of street subgrade, aggregate base, asphaltic concrete (AC), and Portland Cement Concrete (PCC) materials. Testing to include compaction testing of various materials.
- Laboratory Work related to all aspects of Geotechnical Engineering.
- Preparation of Geotechnical Engineering reports such as pavement design and final compaction reports.
- Preparation of various Geotechnical Engineering studies such as slope stability analysis.
- Attendance at field meetings.
- Travel time will not be permitted for Geotechnical Engineer Services unless specifically authorized by the City Engineer. Consultant should include travel time to and from project sites in its respective billing rates.
- A portion or all of the work may be subject to prevailing wage rates as set by the State of California. Consultant shall specify that its employees will be paid utilizing current prevailing wage rates when appropriate.

## **Public Works Inspection**

Consultant shall provide Public Works Inspector to work at City Hall within the Public Works Department for up to 40 hours per week depending on need for inspection services. The consultant will be assigned to specific capital improvement projects and work with City staff on administration and inspection of City projects and private improvements/encroachments within public right-of-way in the following areas as necessary:

- Construction observation
- Public contract administration
- Attend project meetings
- Utility coordination
- Construction staking and surveying
- Material testing
- Project documentation
- As-Built drawings

### **Landscape Architecture**

Landscape Architecture services shall include conceptual and final design of landscaping for City capital improvement projects including streetscape, median, parks, open space and other public works facilities. The following are examples of the type of services requested:

- Conceptual design and architectural renderings
- Preparation of landscape/planting plans
- Irrigation studies
- Preparation of irrigation plans
- Preparation of project special provisions and technical specifications
- Cost Estimates
- Construction administration
- Preparation of record drawings

### **Land Survey**

Consultant shall provide land survey services required for various City capital improvement projects and development related services. The following is a list of survey services that may be required:

- Performing horizontal and vertical control
- Perform design and topographic surveys
- Setting aerial targets and performing photo control
- Aerial and topographic surveys for project layout and design
- Performing boundary surveys and boundary analysis
- Performing centerline surveys and centerline ties
- Preparing corner records

- Preparing Records of Survey
- Preparing/Reviewing legal descriptions and plat maps
- Reviewing Subdivision Maps, Tentative and Final
- Reviewing Title Reports
- Performing construction staking for various public works projects

### **Traffic Engineering Services**

Consultant shall provide part-time, Engineer or Engineering Technician to work at City Hall within the Public Works Department for up to 24 hours per week. The consultant will work with City staff on capital improvement projects, traffic signal operation, TMC staffing, traffic signal issue response. The following are examples of the tasks that may be required:

- Collect traffic data
- Prepare documents, exhibits, and reports utilizing Microsoft Office, AutoCAD and other related software
- Prepare/Review plans including construction traffic control, signing and striping, and traffic signal design
- Perform in-field review/observation for project design, resident requests, and incident response
- Attend meetings such as field inspection and office review as requested
- Traffic signal operation observation, review, and response (excluding physical traffic signal maintenance and repair)
- Review City traffic control devices and policies for State and Federal compliance

### **Traffic Signal Timing Support**

Consultant shall provide engineering services to review, prepare, implement and fine-tune traffic signal timing and coordination plans and support City Traffic Engineering Staff with traffic signal operational issues. The Consultant shall have experience working with Centrac's ATMS, ASC-3 and 2070 traffic signal controllers, Synchro and Tru-Traffic software. The following are examples of the tasks that may be required:

- Collect traffic data and observe traffic conditions from the TMC and in-field
- Review, prepare, implement and fine-tune traffic signal timing and coordination plans
- Perform semi-annual travel time studies and a CSPI evaluation
- Prepare, implement and fine-tune special event and seasonal traffic signal timing plans
- Monitor traffic signal operation from the TMC for special/seasonal events
- Review City traffic signal timing for State and Federal compliance; and Coordinate/attend meetings with adjacent jurisdictions

#### **IV. PROJECT TERM AND BUDGET**

Each Consultant selected will be offered an agreement for two years, with a maximum of up to \$120,000, although no level of work is guaranteed. Specific assignments are subject to program and budget levels and will be requested on an as-needed basis.

#### **V. CONSULTANT'S STATEMENT OF QUALIFICATIONS**

The Consultant's Proposal shall be no more than 30 pages, excluding a cover letter of up to two pages, dividers, and certificates. Proposals failing to provide sufficient information and assurances of performance to accurately assess the required services and failing to comply with requirements and conditions of the RFP will not be given further consideration. The Consultant's Proposal shall include the following:

- A statement of qualifications applicable to this RFP.
- A description of the firm's capabilities.
- An organization chart including the names, qualifications and proposed duties of the Consultant's Staff to be assigned to this project. If one or more of the Consultant's key staff should become unavailable, the Consultant may substitute other staff of equal competence only after prior written approval by the City.
- A listing of recent similar projects completed.
- A listing of names, titles, addresses and telephone numbers of the appropriate persons for the above listed services whom the City may contact.
- The firm's current billable rates.
- Evidence of Insurance.

#### **VI. PROJECT PROPOSALS**

The selected Consultant(s) will be expected to submit a scope of work with fee proposal based on the Consultant's billing rates provided in the Proposal for each project assigned. Each project will have an individual purchase order based on the scope of work and fee proposal.

#### **VII. INDEPENDENT CONTRACTOR**

The Consultant's relationship to the City in the performance of the Consultant's services for this project is that of an independent Contractor. The personnel performing said Professional Engineering Services shall at all times be under the Consultant's exclusive direction and control and shall be employees of the Consultant and not employees of the City. The Consultant shall pay all wages, salaries and other amounts due their employees in connection with the performance of said work and shall be responsible for all employee reports and

obligations, including but not necessarily restricted to, social security, income tax withholding, unemployment compensation, and Workers' Compensation.

#### **VIII. AGREEMENT**

The City's standard Professional Services Agreement is available upon request. The Consultant will be expected to enter into the Agreement without substantive changes.

The successful consultant(s) and any sub-consultants are required to obtain a City of Newport Beach business license prior to award of the Agreement, and to maintain the license for the term of the Agreement. The business license is not a prerequisite for submission of a Proposal.

#### **IX. INSURANCE**

The consultant shall provide evidence of insurance along with the Proposal to include a minimum \$1 million limit policies for each general liability, automobile liability and professional liability. The consultant shall also provide a Workers' Compensation policy in compliance with applicable state and/or federal laws.

#### **X. GENERAL CONDITIONS**

The City reserves the right to withdraw this RFP at any time without prior notice. Further, the City makes no representations that any Agreement will be awarded to any Consultant responding to this RFP. The City expressly reserves the right to postpone reviewing the Proposals for its own convenience and to reject any and all Proposals responding to this RFP without indicating any reasons for such rejection(s).

The City reserves the right to reject any or all Proposals submitted, and/or to offer contracts to firms who best meet the City's needs, at the City's sole discretion.

The City reserves the right to add or delete firms from the on-call list at any time, at the City's sole discretion.

By submitting a proposal, consultants represent that they have thoroughly examined and become familiar with the work required under this RFP.

The City is not liable for any costs incurred by Proposers before entering into a formal agreement. Costs of developing the Proposal or any other such expenses incurred by the Proposer in responding to the RFP, are entirely the responsibility of the Proposer, and shall not be reimbursed by the City.

## **XI. SELECTION CRITERIA**

The consultant will be selected by City of Newport Beach Public Works Department staff. The evaluation criteria will include:

- Project understanding/project approach;
- Project manager experience;
- Professional qualifications;
- Available personnel resources;
- Consultant/team relevant services experience;
- Overall subjective evaluation.

All Proposals received as specified will be evaluated by City staff in accordance with the above criteria. During the evaluation period, the City may do any or all of the following: generate a “short list” and conduct interviews with the top candidates; conduct on-site visits and/or tours of the candidates’ places of business; conduct negotiations with the most qualified candidate(s). Consultants should be aware; however, that award may be made without consultant visits, interviews, or further discussion or negotiations.